

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/21
SUBJECT <b>Attendant</b>	RANK x011	GROUP I

DEFINITION:

Under the close supervision of a staff or faculty employee, or an attendant supervisor, the student employee usually performs all or part of the following duties:

- (a) Issues or assigns equipment in recreation or practice areas.
- (b) Secures and monitors misuse of equipment in areas attended.
- (c) Maintains attended areas clean and organized.
- (d) Answers the telephone, makes reservations, directs visitors, and/or gives information in response to inquiries.
- (e) Manages and performs minor repairs to equipment.
- (f) Performs light clerical duties.

BASIC QUALIFICATIONS:

None. Student at this level will be trained in the performance of the above duties. This is to be an entry level position.

QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year experience performing comparable duties.